

JOB DESCRIPTION

Job Title: Administrative Assistant
Department: Court of Appeals of Indiana, Personnel and Financial
Salary: \$46,263; plus, most State benefits
Status: Regular, full-time (37.5 hours per week minimum)
Responsible To: Court of Appeals of Indiana, Chief Judge and the Personnel and Financial Officer

To Apply: Submit cover letter and resume by June 17, 2016, to COA.HR@courts.IN.gov or via US mail at 115 W Washington St., Suite 1080, Indianapolis, IN 46204

The Court of Appeals of Indiana, Personnel and Financial Office has an immediate opening for a full-time administrative assistant. The position is responsible for providing administrative support to the Personnel and Financial Officer and for the tracking and maintenance of the time and attendance for the administration team.

Required Skills and Experience:

Duties include, but are not limited to:

General

- Perform duties of other administrative staff during their absence as requested
- Assist with answering telephone and receiving visitors.
- Purchase office supplies for the Court and maintain the supply rooms.
- Manage the receipt and distribution of law books
- Maintain strong working relationships to facilitate an efficient and effective working environment

Financial Operations

- Maintain accurate financial tracking in specific expenditure areas
- Assist in the preparation of the biennial budget
- Process payments and refunds for the Court via PeopleSoft
- Make daily runs to the Auditor's Office to pick-up and deliver

Personnel

- Assist with the completion of all necessary forms and activities for Court's payroll
- Inform new hires of State benefit programs, Court policies, and procedures
- Track and maintain the time and attendance for the administration team employees
- Respond to general personnel-related inquiries (i.e. employment verifications, benefits questions)
- Assist with the Access Control/ID process
- Assist with telecommunications problems relating to telephone and data lines
- Maintain employee's confidence by following strict confidentiality procedures
- Assist with solving facilities management issues

Qualifications:

- Knowledge and skills typically acquired through a Baccalaureate degree and related work experience
- Basic knowledge of accounting, budgeting, and purchasing
- Working knowledge of personnel rules and regulations, reporting procedures and forms
- Strong data processing skills; particularly experience in use of Word, Excel, Quick Books, and other business software (word processing, spreadsheet, and database environments)

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.

The Court of Appeals of Indiana is an Equal Opportunity Employer.